

**Minutes of Chisholme Institute Directors' Meeting held
at Chisholme House on Saturday 31st October 2015.**

Present: Present: L. Abadi, C. Bingham, J. Davey, P. Finegan, J. Hill, T. Roberts (Chairman),
R. Gault (Acting Principal)

Apologies: F. Bockenheimer, C. Ryan

1) Minutes

Minutes of the previous meeting were read.

2) Matters Arising

Retreat Facility –Further consideration needed. Entry in Good Retreat Guide to be renewed.	PF?
-Line management for C Compton. JH to talk with CC over the weekend	JH
RG's suggestion for 'in perpetuity' guest scheme, to be reviewed.	
Intentional Community details to be available for website.	PF
PF to circulate Governance details contained in CI Memorandum of Articles to the Board.	PF
Actions carried forward from previous meetings –	
Burial Committee CR, PF,TR to meet.	CR, PF, TR
Maintenance schedule; costings for short, medium and long term to -do list to be compiled.	PF, CR
LA, TR to talk to Martha Cass re legacies.	LA, TR
PF to continue contact with Historic Scotland.	PF

3) Principal's Report

- RG provided a written report, highlighting the lack of staff in key positions (Kitchen Manager, Secretary, and Estate Manager) and the need for better preparation before the course. (Better availability of course material, more detailed course programme, better arrangement for collecting course fees).
 - The course has started well with five students.
 - A trip to Turkey for students and staff is planned for 3-10th December. The cost of the trip has been kept to a low figure of £650 all-in. There will need to be monies raised to support a number of students for this. PF agreed to arrange.

PF

- **Future Courses –**
 - RG outlined proposals for Discovery Unity courses.
 - Retreat weeks proposed each month March-September. It was agreed that there should also be Retreat weeks offered during January and February.
 - A full summer programme is being prepared (see RG's report)
 - Additional courses were suggested including a refresher courses for those who've done DU evening courses outside of Chisholme.

- Courses for our own CPD including training for supervisors and a further course of DU evening course correlaters.
- PF had given a list of suggestions for further courses.
- Summer programme to be compiled by end of December. **RG**

- **Staffing**

- Urgent need for kitchen manager, and secretary. Posts are now advertised on the website.
- An applicant for kitchen manager has applied.
- A book-keeper is required to replace L. Cullum who has done excellent work over a long period.
- There is a need for a long term estate manager with professional experience and particular skills in use of tractor and forwarder. Ben Young has been continued working occasional days for Chisholme under an existing agreement. It will be helpful if he can continue work with the forwarder under a sub-contract arrangement for the near future. Sean Dowd will be undertaking tree felling and chain sawing training and can be inducted in use of the forwarder but he should not be using such equipment without supervision or on his own.

- **Work needed on buildings and grounds**

- Urgent need to clear gutters. It was agreed that we seek quotes from outside contractors as an alternative to undertaking the work in-house. It was agreed to approach Andy Seymour plus one other. **PF to contact.**
- Summer House. Kind offer to pay for new windows and frames for lounge and study. RG to obtain quotes. Further work needed on roof and gable. **RG**
- Minor work on Lottie's to be carried out in-house.
- Work on Steading Cottage chimney in progress. Awaiting further information from chimney sweep.
- Gate Lodge – proper drainage system for storm water and gravel filled trench around the building required to counter damp. Work on roof and chimney plus overhaul of heating/hot water system needed. Plan for short term use of building to be reviewed.
- Steading – excellent work on raising standard of accommodation for the 6 Month Course, with many thanks to Sid Cass.
- Professional advice needed over condition of Steading roof. Quotes needed.
- New accommodation. RG is keen to revive the proposal to build new accommodation and meeting room. Small working group to take this forward. RG, JD, JH to talk further with architects, project managers, fund raisers and with other organisations that have undertaken similar ventures. (e.g. Samye Ling, Findhorn)
- Grounds – RG is keen that the Millennium walks are properly restored and the public bridleway through Chisholme is kept up.
- RG is also keen to use the paths as a way of inviting community interest in Chisholme for next summer.
- Vehicle – RG expressed need to acquire vehicle before winter. JH agreed to take this on. **JH**

- **Development office**

The best way for the Development Office to move forward is under review. It was agreed that the Finance and Publicity functions of the DO should be integral to the Institute. It was felt important that the 'Product Development' function continue. RG was interested in having a designated Development Officer role at Chisholme. RG will talk with Aliya Ryan in the coming weeks. **RG**

- **Finance Report**

- J. Dry had produced a detailed finance report.
- The projected deficit for the forthcoming year remains at £33,000 although it is recognised that projections are often conservative.
- Appeal to be arranged for Turkey trip. **RG,PF**
- J. Brass to be asked for more details about Penny Fund, the scope of this should be increased. **RG, LA**
- The options for crowd funding on the website to be explored.

- **Accounts**

The annual accounts were agreed by the Board and signed.

- **Governance**

- The Board unanimously agreed to invite two new Directors.
- The Board unanimously accepted RG's offer to continue as Acting Principal For a further year.

Date of next Meeting.

Early January. Date to be confirmed.

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